

SUPPLEMENTAL INFORMATION SHEET FOR BULK FERTILIZER HANDLING APPLICATIONS

In addition to items required on the general application, Form PI-1, several other items are needed to adequately evaluate an application for a bulk fertilizer handling facility. These items include, but are not limited to the following:

1. A cover letter giving a brief description of the expansion, replacement, or construction proposal and what action is being requested from the TCEQ (i.e. construction, amendment, revision, renewal). Any previous contact with the TCEQ should be discussed and this letter should indicate where copies of the application are being sent.
2. A complete history of the facility indicating dates and descriptions of original construction, ownership changes, and expansion projects. See Compliance history instructions attached to Form PI-1, General Application.
3.
 - a. List all materials to be received at this facility.
 - b. What is the moisture content of each item listed in 3a? (If these values are not known, describe the dryness of each material, and explain if any oil surfactant is used on any of the materials.)
 - c. What is the maximum hourly receiving rate for each item in 3a?
 - d. What is the maximum hourly mixing/blending rate expected with your given operation?
 - e. What is the maximum hourly loadout rate for finished product?
 - f. What is the maximum annual throughput for each item in 3a?
 - g. What is the maximum annual throughput for finished product?
 - h. Facilities with more than one receiving area or loadout spout should identify each receiving area and spout and the percentage of annual throughput handled at each receiving area and through each spout.
 - I. Are there any schools within 3000 feet of this operation?
 - j. What is the normal operating season/schedule for this operation?
 - k. List any chemical/pesticide usage and how it is applied.

4. List all front-end loaders and mixers. Describe the mixers. Are all mixers completely enclosed? Are they open to the atmosphere at any time during the blending process?
5. A block flow diagram of the operation. This should identify each receiving area, loadout area, fans, dryers, cleaning equipment, mixers, front-end loader pathways, control devices, storage bins, and any other pieces of equipment. For expansion projects, the changes or additions should be highlighted and it may prove helpful to show a before and after block flow diagram. Everything on the diagram should be labeled and assigned an I.D. (such as F1 for fan #1 or C1 for cyclone #1) that can be referred back to in other portions of the application (i.e. process description, plot plan).
6. A plot plan showing the property line, all buildings, receiving and loadout areas, parking lots, traffic pathways, an approximate scale, and a north arrow. Label any areas paved or treated with dust suppressants.
7. A written process description of the operation that carries the reader smoothly through the process. Describe how all products are received (truck or rail), conveyed (pneumatically, augers, elevators, or front-end loaders), processed, stored, and shipped. Identify the rated hourly capacity for each individual stage and what is being accomplished at each stage. This description should identify each potential fugitive source (receiving, loadout, and transfer points). Include the I.D.s from the flow diagram and note which items are being proposed for expansion projects. In this description, discuss the structure where the handling of the fertilizer takes place. The description should include an identification of the type of flooring in the building (dirt, concrete, etc.), an explanation as to the extent of the enclosure of the building (are any doors left open during the handling process?), and the locations of any exhaust fans in the building.
8. Control of Emissions. This discussion should identify potential emission sources and the control devices or methods utilized for controlling/eliminating these sources. Discuss the use of enclosures for receiving/loadout areas, conveyors, mixers, and/or bucket elevators, drop socks on spouts, mineral oils for controlling fertilizer dust, bagfilters for pneumatic receiving operations, or paving of roads for controlling dust from vehicular traffic.

9. A detailed description of all maintenance and housekeeping procedures employed by the facility for ensuring nuisance odors/dust from the fertilizer materials will not occur. Discuss inspection/maintenance of control devices and removal of spillage.
10. An area highway map with the proposed location clearly marked. If needed, provide additional instructions for locating the proposed site by vehicle.
11. A land use map. This map should have a north arrow, an approximate scale, and should identify the property line, major structures on-site, the distance and direction to any residences, schools, businesses or occupied structures within a 3000 foot radius of the proposed location. Any surrounding farmland or ranchland should be identified and any off-site structures owned or operated by the applicant should be identified. The prevailing wind patterns during the operating season should also be identified on the map. If requested, the Austin office of the TCEQ can provide wind rose data for the different areas around the state.
12. The capital cost of the proposed operation or the proposed expansion (Not required for renewal applications). (See TCEQ Table 30).
13. Application Fee. A minimum fee of \$450.00 is required for all construction and amendment applications. This fee is based on the capital cost of the proposed project (See Item 12 above). A minimum fee of \$300.00 is required for all renewal applications. This fee is based on the permitted allowable emission rates negotiated in the renewal process. The application fee should be mailed to the Austin office with the application.
14. A Certificate of Good Standing from the Comptroller's Office for incorporated facilities (Not required for renewals, revisions or amendments). The Comptroller's Office (phone # 1-800-252-1386) can provide a statement of exemption for corporations exempt from paying a franchise tax. Facilities not incorporated should supply a statement identifying their capital structure (i.e. sole proprietorship, partnership, cooperatives etc.).

15. Copies of all supplemental information sheets and references should be submitted with the application.

The attached general application and application forms should be completed and mailed with the information requested above to the Austin Office, the appropriate regional office of the TCEQ and to any city or county air programs with jurisdiction over the area of the proposed operation.